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Services

**52D FIGHTER WING HONOR
GUARD PROGRAM**

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(Lt Col Elizabeth E. Johnston)

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This instruction implements Air Force Policy Directive (AFPD) 34-5, *Mortuary Affairs* and Air Force Instruction (AFI) 34-242, *Mortuary Affairs Program*, and the USAF Honor Guard Manual (USAF HGMAN). It provides guidance for selection, notification, training, dispatch and utilization of the 52d Fighter Wing (FW) Honor Guard. It applies to all units, including tenants, assigned to Spangdahlem Air Base (SAB) and its geographically separated units (GSUs). Ensure that all records created as a result of processes prescribed in this publication are maintained in accordance with (IAW) Air Force Manual (AFMAN) 33-363_USAFESUP, *Management of Records*, and disposed of in accordance with the Air Force Records Disposition Schedule (RDS). Refer recommended changes and questions about this publication to the Office of Primary Responsibility (OPR) using the AF 847, *Recommendation for Change of Publication*; route AF 847s from the field through the appropriate functional's chain of command.

SUMMARY OF CHANGES

This publication has been significantly revised and must be completely reviewed. Sections 1 through 8 have been updated to include duty requirements, awards/recognition, and team administration guidelines for the 52 FW Honor Guard.

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1. General.

1.1. The 52 FW Honor Guard is comprised of a primary team located on SAB and five teams located at the GSUs (701 MUNSS, 702 MUNSS, 703 MUNSS, 704 MUNSS, and 470 ABS) falling subject to guidelines posted in AFI 34-242, *Mortuary Affairs Program*. **Note:** The 704 MUNSS Honor Guard team located at Ghedi AB, Italy, receives funding support through 52 FW channels; however, the team is OPCON to the 31 FW Honor Guard Program Manager (PM).

1.2. The Honor Guard represents the 52 FW in the performance of all military honors requests to include: military funeral honors, ceremonies and detail requests submitted by Community Relations Advisors and other agencies deemed appropriate by the 52 FW Commander (52 FW/CC). Approval may be delegated to the 52d Mission Support Group Commander (52 MSG/CC).

1.2.1. The 52d Force Support Squadron Commander (52 FSS/CC) is designated as the Honor Guard PM by the 52 FW/CC and coordinates all administrative functions affecting the Honor Guard on behalf of the 52 FW/CC.

1.2.2. IAW USAFE/A1SS Policy Letter: *Mortuary Affairs – Area of Responsibility for Germany and Surrounding Countries* (dated 7 May 2010) the 704 MUNSS (Ghedi) Honor Guard is OPCON to the 31 FW Honor Guard PM. Administrative and logistical support for team sustainment is the responsibility of the 52 FW Honor Guard PM.

1.3.1. The designated areas of responsibility (AOR) for the 52 FW Honor Guard includes Belgium, France, Germany, Luxembourg, the Netherlands, and Poland. Refer to Attachment 2 for graphic display of AOR breakdown.

1.3.2. 52 FW Public Affairs will evaluate requests from civilian agencies for Honor Guard ceremonial support IAW AFI 34-242.

1.3.3. 52 FW Protocol Office will advise 52 FW Honor Guard on protocol matters as necessary.

1.4. The administration and oversight of the GSU Honor Guard teams has been decentralized to allow for greater autonomy on behalf of GSU Honor Guard team leadership.

1.5. Weapons safety information for expended and unexpended munitions is addressed in para 7.

2. Manning.

2.1. The primary team located at SAB will have a minimum of 30 volunteer members. Composition of the primary team is as follows:

2.1.1. Officer In Charge (OIC).

2.1.2. Senior Enlisted Advisor (SEA) or Superintendent.

2.1.3. Noncommissioned Officer in Charge (NCOIC).

2.1.4. NCOIC, Operations.

2.1.5. NCOIC, Administration.

2.1.6. Ceremonial Teams.

2.2. Nomination Procedures.

2.2.1. Unit commanders nominate Airmen (of any rank) who possess the right skills, professionalism, discipline, and military image to serve on the Honor Guard. Nominees must complete an Honor Guard Contract (Attachment 3) and complete the mandatory training event prior to becoming a member of the Honor Guard.

2.2.1.1. Nominees must meet Air Force standards in accordance with AFI 1-1, *Air Force Standards*; AFI 36-29, *Military Force Standards*; AFI 36-2903, *Dress and Personal Appearance of Air Force Personnel*; and AFI 34-242, *Mortuary Affairs Program*. Airmen with an Unfavorable Information File, on a Control Roster, who do not have a passing Air Force fitness score, have less than an overall “4” EPR rating in the past 2 years, or have other adverse administrative actions documented in their records are not eligible to be nominated.

2.2.1.2. SEA nomination will be conducted by squadron Chief Enlisted Managers and submitted to group Chief Enlisted Managers for consideration of appointment by the FW/CCC. Nominated members must meet all requirements as outlined in para 2.2.1.1.

2.2.1.3. The 52 FW Honor Guard will conduct semi-annual selection and baseline training for acceptance of new applicants into the Honor Guard team. This “try-out” event will be a competitive selection event conducted over a one week period. Cadre manpower requirements will be determined based on the number of applicants and forecasted vacancies. Not all applicants may be selected.

2.2.1.3.1. Elimination from the training will be made each day of the course

based on the recommendation of individual trainers and upon approval by the Honor Guard OIC. Applicants who are eliminated from the course will be directed to return to their respective unit. Elimination may be based upon inability to perform ceremonial movements/procedures, dress/appearance and overall attitude during training.

2.2.2. Airmen selected for Honor Guard duty will serve a minimum of one year from their certification date, unless relieved by the Honor Guard OIC/SEA/NCOIC, the member's commander, or the member's first sergeant. Members are encouraged to serve more than one year.

2.2.2.1. The Honor Guard SEA will be on contract for a minimum period of 15 months to ensure leadership continuity of administrative programs.

2.2.2.2. Team members TDY or off-station for a period of more than 30 days will remain on Honor Guard rosters and be placed in an inactive status until their return. This period is not considered a part of the 1-year commitment (e.g., with a 4-month TDY, service is 16 months).

2.3. GSU nomination procedures are found at paragraph 8.3.

3. Request for Honor Guard Support

3.1. Organizations or agencies requiring Honor Guard support, other than for funerals, must submit a completed AF Form 1946, *Honor Guard Checklist* (Attachment 4), to the 52 FW Honor Guard organizational e-mail box, 52fw.honorguard@us.af.mil, at least 2 weeks prior to the requested date. The request must include date, time, location, purpose, event point of contact with duty phone number, and other pertinent information (e.g., posting of host nation flag, flag folding presentation). Note: short-notice requests will be supported on a case-by-case basis.

3.2. Requests will be prioritized as follows:

3.2.1. Funerals.

3.2.2. Memorial Ceremonies (i.e. Memorial/Veteran's Day ceremonies).

3.2.3. Changes of Command.

3.2.4. Award Ceremonies (MAJCOM, NAF, and Wing-level).

3.2.5. Retirement Ceremonies.

3.2.6. All other requests will be considered if manning/mission permits.

4. Responsibilities.

4.1. The 52 FW/CC will maintain overall responsibility for the 52 FW Honor Guard program IAW AFI 34-242.

4.2. The 52 FSS/CC will ensure Honor Guard leaders are aware of their responsibilities and perform their duties in accordance with AFI 34-242.

4.3. The 52d Logistics Readiness Squadron Commander (52 LRS/CC) will provide transportation to support the Honor Guard including air-conditioned vehicles during summer months, whenever possible.

4.4. The Honor Guard OIC will:

- 4.4.1. Maintain responsibility and oversight of day-to-day operations of the 52 FW Honor Guard program as outlined in AFI 34-242.
- 4.4.2. Inform the 52 FSS Operations Officer (FSO) of operational and administrative matters pertaining to the Honor Guard.
- 4.4.3. Make final selections on all Honor Guard nominees.
- 4.4.4. Ensure members are briefed regarding their responsibilities, purpose, importance, and duties of the Honor Guard.
- 4.4.5. Prepare and submit an annual (fiscal year) budget and unfunded requirements (as required) to the 52 FSS/CC. Budgets will include funding for GSU teams. Reference Attachment 6 for example of submission.
- 4.4.6. Ensure annual ammunition requirements are submitted to the Munitions Accountable Systems Officer (52 EMS/MXMW) via spangdahlem.fv5621@us.af.mil.
 - 4.4.6.1. Ensure an accurate list of all members authorized to draw weapons/ammunition is on file at the wing weapons/ammunition storage facilities and update list annually or as changes occur.
- 4.4.7. Manage the Honor Guard Incentive Program.
- 4.4.8. Provide GSU Honor Guard teams with logistical support when possible.
- 4.4.9. Appoint an Honor Guard NCOIC, Operations NCOIC, Vehicle Control Officer, and Administrative NCOIC.

4.5. The Honor Guard SEA will:

- 4.5.1. Advise OIC/NCOIC on administrative and disciplinary matters.
- 4.5.2. Provide interface between the Honor Guard and unit leadership as necessary to deconflict mission support conflicts.
- 4.5.3. Assist with budget analysis and resource forecasts.
- 4.5.4. Maintain Honor Guard continuity books.

4.6. The Honor Guard NCOIC will:

- 4.6.1. Ensure team members are prepared for each scheduled ceremonial event.
- 4.6.2. Assign a team lead to maintain positive control of Honor Guard teams enroute to ceremony locations.
 - 4.6.2.1. Ensure ceremonial teams arrive NLT one hour prior to performance time. If tardiness is unavoidable, immediately inform the event POC.
 - 4.6.2.2. Approve ceremonial team travel routes and communication plans NLT 24 hours prior to team departures for events occurring outside a 25 kilometer radius of their home installation for force protection purposes.
 - 4.6.2.3. Ensure notification is made to 52 LRS Vehicle Dispatch via 52lrs.vehreq@us.af.mil through the designated Honor Guard Vehicle Control

Officer (VCO) a minimum of 72 hours prior to ceremonial events, when possible, for all vehicle requirements. The designated pick-up time should be far enough in advance to allow for last-minute changes in vehicle selection.

4.6.2.4. Ensure immediate return and accountability of all ceremonial equipment.

4.6.3. Identify, plan for, and coordinate replacement of equipment, uniforms, and supplies as required and ensure equipment is properly stored, maintained, and protected from damage.

4.6.4. Act as lead certifier for Honor Guard mission-capable qualification.

4.6.4.1. Coordinate training with GSU Honor Guard teams to ensure standardized guidance and procedures in ceremonial drill across the 52 FW.

4.6.4.2. Assign trainers and instructors as needed. Trainers and instructors will issue required equipment to team members for training and ceremonial event purposes.

4.6.5. Ensure all members are briefed on proper cleaning of Honor Guard uniforms/ceremonial equipment and perform open ranks inspections of all team members prior to each ceremonial event.

4.6.6. Manage the Honor Guard recruitment program.

4.7. The Honor Guard Operations NCOIC will:

4.7.1. Perform duties as required IAW AFI 34-242.

4.7.2. Serve as Honor Guard weapons and ammunition custodian.

4.7.3. Develop and publish training plan and schedules.

4.7.3.1. Develop rotation plan ensuring detail coverage to account for terminating contracts, medical profiles, forecasted leave, TDYs and deployments, appointments, etc.

4.7.4. Appoint Flight Leads as necessary.

4.8. The Honor Guard Administrative NCOIC will:

4.8.1. Act as primary POC between the Honor Guard support requestor and Honor Guard Operations NCOIC to deconflict availability of ceremonial teams.

4.8.2. Maintain team roster, attendance rosters, and ceremonial event tracker.

4.8.3. Perform duties as facility manager, ADPE custodian, and supply custodian on behalf of the Honor Guard OIC.

4.8.4. Organize and lead Honor Guard morale events, fundraising efforts, and community involvement and outreach activities.

4.8.5. Manage Public Affairs efforts (e.g., social media, website and photos).

4.9. Commanders, Superintendents, First Sergeants, and work center supervisors will:

4.9.1. Notify the Honor Guard OIC, SEA, or NCOIC when mission requirements will prevent an Airman from participating in a scheduled ceremonial event or Honor Guard training.

4.9.2. Notify the Honor Guard OIC or SEA when an Airman no longer meets the requirements outlined in paragraph 2.3.1. of this instruction or for any other reason that would preclude an Airman from meeting his or her Honor Guard contract.

4.10. Honor Guard members will:

4.10.1. Meet their responsibilities as outlined in AFI 34-242.

4.10.2. Attend all Honor Guard training sessions on time and in proper uniform. They will immediately notify the Honor Guard OIC, SEA, or NCOIC of any TDY, deployment, leave, Permanent Change of Station, or separation.

4.10.2.1. Members with more than two unexcused training session absences and/or unexcused special meetings absences in a quarter will be placed into inactive status and the Honor Guard SEA and NCOIC will initiate an inquiry to determine member's continued membership on the Honor Guard.

5. Uniform.

5.1. Honor Guard members will be provided with a ceremonial uniform IAW USAF HGMAN, *Base Honor Guard Program*. The following uniform items will be issued upon successful completion of the training period and certification by the Honor Guard OIC:

5.1.1. 1 ea, uniform, Service Dress (coat and pants), tailored with silver braid, chrome buttons, ceremonial badge, and Honor Guard arc patch.

5.1.2. 1 pr, patent leather, low-quarter shoes.

5.1.3. 1 ea, Service cap with Hap Arnold hat emblem.

5.1.4. 1 ea, Honor Guard belt with Hap Arnold buckle.

5.1.5. 1 ea, silver aiguillette.

5.1.6. 1 pr, white gloves.

5.1.7. 1 pr, shoe taps.

5.1.8. Members are required to return items identified in paragraphs 5.1.1., 5.1.4., 5.1.5., and 5.1.7. at the conclusion of their Honor Guard contract.

5.2. Honor Guard members will keep their ceremonial uniform ready at all times as they may be tasked with short-notice ceremonial events. Members will strictly adhere to USAF HGMAN and AFI 36-2903 standards. Inspections will be conducted before each event and whenever deemed necessary by the Honor Guard OIC, SEA, or NCOIC.

5.3. Honor Guard members will wear the uniform of the day for training sessions and Honor Guard meetings unless directed otherwise.

6. Ceremonial Events (Details) and Training Sessions.

6.1. Official Honor Guard duty (including, but not limited to, Military Funeral Honors) takes precedence over normal military duty, except when such duty would seriously degrade the unit or base's primary mission as determined by the member's unit commander.

6.1.1. Members on Subsistence-in-Kind (SIK), i.e., meal card, will complete a missed meals form for Basic Allowance for Subsistence (BAS) reimbursement if meals are

missed due to an official detail. The Honor Guard OIC, SEA, or NCOIC will validate missed meals forms.

6.2. Initial proficiency training will be conducted as determined by manning needs.

6.3. Mandatory training for all contracted team members is conducted every 1st and 3rd Wednesday from 1200 to 1700, and every other Wednesday from 1500 to 1700, unless the Honor Guard OIC, SEA, or NCOIC cancel the session. Additional training may be conducted on Tuesdays and Thursdays from 1700 to 1830, as required. This training session is for supplementary training and is not mandatory.

7. Weapons Safety.

7.1. The NCOIC of the Firing Party (NFP) and all members of the Firing Party will thoroughly review Section 4, Blank Ammunition and Exercise Safety, of AFMAN 31-229, USAF Weapons Handling Manual, prior to performing any Firing Parties.

7.2. Transportation.

7.2.1. Explosives utilized for Honor Guard activities will only be transported in government-owned vehicles.

7.2.2. Vehicles used to transport explosives will be inspected prior to use IAW AFMAN 91-201, Explosives Safety Standards, for the following required safety equipment:

7.2.2.1. Minimum two (2) serviceable 2A:10BC fire extinguishers.

7.2.2.1.1. When available, the 52 LRS Vehicle Operations Dispatch will provide transportation equipped with fire extinguishers. If unable to attain a vehicle with a fire extinguisher, two will be requisitioned from the 52 CES Fire Department Fire Extinguisher Shop as needed through the use of an AF IMT 1297, Temporary Issue Receipt.

7.2.2.2. Vehicle chocks will be used during loading/unloading of explosives items.

7.2.2.3. Tie downs/braces will be used to secure explosives in cargo compartment of vehicle. Ensure explosives are not transported in passenger compartment of vehicle.

7.2.3. Vehicles will not be refueled while explosives are being transported unless deemed mission essential, i.e. trips of long duration where more than one tank of gas is required. Security and personnel permitting, munitions will be offloaded and kept at a distance of 100 feet prior to refueling.

7.3. Designation of a disinterested official to certify only blanks are loaded.

7.3.1. The NFP is the only individual of the Firing Party **not** firing a weapon. As such, the NFP assumes all control of the team. Therefore, the NFP will serve as the designated disinterested official to certify only blanks are loaded.

7.4. Misfire procedures.

7.4.1. In the event of a misfire during training, the NFP will **immediately** halt all movements. While under supervision of the NFP and in a safe location, the affected guardsman will clear his or her weapon by ejecting the magazine, locking the bolt to the rear, and verifying the weapon is clear of any ammunition. The NFP and guardsman will

both ensure there is no ammunition in the barrel, chamber, and/or magazine before inspecting the weapon for possible reasons of a malfunction or stoppage. Once the weapon has been inspected, the NFP will authorize the guardsman to reinsert magazine and return to training.

7.4.2. In the event of a misfire during a detail, the affected guardsmen will continue with the movements of the detail while trying to watch where the unexpended round lands when ejected. The NFP will ensure all brass is accounted for after the detail and make special note of unexpended rounds.

7.5. Loading and clearing procedures.

7.5.1. Before and after the completion of the firing detail, individuals will load and clear weapons inside the clearance zone. This area will be designated by the NFP and easily identifiable by either cones or a cordoned-off area.

7.5.2. Refer to Section 3, Clearing Barrels, of AFMAN 31-229 for additional information. For specific information pertaining to the M14 rifle, see Attachment 5.

7.6. Expended brass turn-in procedures.

7.6.1. Brass recovery during training.

7.6.1.1. The trainer leading “live-fire” training will ensure all expended brass is collected and accounted for. All brass will be inspected to ensure it has been expended. If a round is found to be “live,” the round will be separated from the expended brass.

7.6.2. Brass recovery during ceremonies.

7.6.2.1. The NFP assumes responsibility for all ammunition. As necessary, the NFP may appoint an individual to collect brass at the end of a detail.

7.6.3. IAW AFI 34-242, three spent shells may be given to the family of a deceased member when performing military funeral honors. The NFP will inspect all fired ammunition to ensure they are spent prior to being given to the family. The NFP will collect and account for all remaining shells.

7.6.4. All spent rounds will be stored in an approved container within the Honor Guard office until such a time that they are turned-in by an appointed Weapons Custodian.

7.7. Notification of appropriate agencies.

7.7.1. When performing “live-fire” training on the installation, Security Forces (x-6666) and Weapons Safety (x-6269) will be notified prior to any firing taking place.

7.7.2. When performing a detail off installation, attempts to notify local authorities will be made. If needed, the event POC will be contacted for assistance.

8. Honor Guard Special Recognition and Awards Program.

8.1. IAW AFI 34-242, the 52 FW/CC’s Honor Guard Special Recognition and Awards Program is designed to recognize and reward outstanding members for their exceptional contributions as Honor Guardsmen. The program consists of quarterly and annual award recognition and Air Force decoration consideration. **Note:** The OIC, SEA, and NCOIC

positions are not eligible for quarterly and annual recognition within the Honor Guard Special Recognition Program; however, the NCOIC is eligible for the Chief Master Sergeant of the Air Force (CMSAF) Base Honor Guard Program Manager of the Year.

8.1.1. Honor Guardsmen will receive an Honor Guard Certificate of Appreciation after a successful tour of duty.

8.1.2. Members *may* be considered for an Air Force decoration for outstanding service or achievement based on the recommendation from the Honor Guard OIC, SEA, or NCOIC. Simply being a member of the Honor Guard does not automatically entitle a member to an Air Force decoration. Commanders, First Sergeants, and supervisors are encouraged to contact the Honor Guard OIC or SEA if they have questions about this matter.

8.1.2.1. Decoration packages will be routed through the 52 FSS/CC at minimum. For final consideration and approval, Achievement Medals will be routed through the 52 FSS/CC, and Commendation Medals will be routed through the 52 MSG/CC.

8.2. Quarterly and Annual Recognition Program.

8.2.1. The Honor Guard OIC, SEA, and NCOIC will integrate the Honor Guard quarterly and annual recognition program into the existing awards process as identified in the SAB Awards Program Guide.

8.2.1.1. The Honor Guard OIC, SEA, and NCOIC will collectively nominate one member from the SAB Honor Guard and develop the member's 1206.

8.2.2. Quarterly award submissions will be 8 lines long excluding headers, 10 lines total. Annual award submissions will be 17 lines long excluding headers, 19 lines total. DO NOT place additional information on the headers lines.

8.2.2.1. AFMT 1206 File Name: Nomination for Award and titled as time period, category, group, and member name: (2Qtr14_Honor_Guardsman_52FW_Doe, John)

8.2.3. The two required headers are "Leadership and Job Performance in Honor Guard Duties" and "Significant Self-improvement to Military Funeral Honors & Ops." Use bullet format. Single space all single-line bullets. Refer to the 52 FW Wing Administrative Guide for administrative guidance.

8.2.3.1. LEADERSHIP AND JOB PERFORMANCE IN HONOR GUARD: Quarterly award nominations will consist of 4 lines. Describe significant Honor Guard leadership accomplishments and how well the member performed Honor Guardsman duties. Include number and quality of events performed, as well as number and quality of events led. Define the scope and level of responsibilities and the impact on the Honor Guard mission. Consider development of improved processes, new techniques, contributions to increased mission effectiveness, acceptance of responsibility, and cost-saving measures.

8.2.3.1.1. Annual award submissions will consist of 12 lines in this category.

8.2.3.2. SIGNIFICANT SELF-IMPROVEMENT TO MILITARY FUNERAL HONORS & OPS: Consider development of quality AF management principles, new techniques, and contributions to increased mission effectiveness, acceptance of

responsibility, and cost-saving initiatives. Show how the member developed or improved skills related to HG. .

8.2.3.2.1. Annual award submission will consist of 5 lines in this category.

8.2.4. Quarterly and annual award submissions are for the preceding period and may not include accomplishments outside the timeframe specified.

8.3. The call for the CMSAF Annual Honor Guard Awards (Base Honor Guard Member of the Year and Base Honor Guard Program Manager of the Year) is passed down annually from HQ USAFE-AFAFRICA/A1K to the 52 FW. Contact the 52 FW/CCCE for current guidance.

8.4. Before routing for final consideration and approval, the Honor Guard OIC, SEA, or NCOIC will contact the nominee's direct supervisor and/or commander to affirm the nominee's acceptable workplace performance. The Honor Guard OIC, SEA, or NCOIC will request a Memorandum for Record from the nominee's supervisor and/or commander acknowledging the nominee's good standing, and will route as part of decoration package.

8.4.1. Nominee packages will be submitted to the 52 FW/CCCE for 52 FW/CCC review and 52 FW/CC approval.

8.5. GSU awards and recognition procedures are found at paragraph 9.5.

9. 52 FW GSU Honor Guard Teams.

9.1. 52 FW GSUs are authorized an Honor Guard team to perform formal retreats, support Color Guard requirements, and official ceremonies such as promotions, awards, retirements, and Changes of Command.

9.1.1. GSUs will coordinate support from the 52 FW Honor Guard for Military Funeral Honors requirements as well as Honor Guard requests from U.S. and foreign government embassies.

9.2. GSU Honor Guard teams will locally develop and enforce their own manning standards.

9.3. GSU Honor Guard teams will locally develop and enact their own nomination procedures.

9.4. GSU Honor Guard OICs and/or NCOICs will establish timelines for their own initial and proficiency training sessions and requirements. Initial and proficiency training sessions will be conducted IAW USAF HGMAN.

9.5. For GSU guardsmen to be recognized at the 52 FW or HQ level, GSU leadership must follow the processes set forth in Section 8 of this instruction and submit completed packages to the 52 FW Honor Guard OIC, SEA, and NCOIC.

9.6. All funding for equipment, uniforms, supplies, and TDYs are the responsibility of 52 FW Honor Guard. GSU Honor Guard OIC and NCOICs are required to coordinate with and submit annual requirements to the 52 FW Honor Guard OIC, SEA, and NCOIC for consolidation and allocation of resources. A format and example is located on Attachment 6.

9.7. GSU Honor Guard OICs or NCOICs will ensure copies of duty rosters and detail trackers are submitted electronically and on a quarterly basis to the 52 FW Honor Guard at 52fw.honorguard@us.af.mil.

9.7.1. GSU Honor Guard OICs or NCOICs are required to submit quarterly status updates to the 52 FW Honor Guard OIC and NCOIC on current status of members, equipment, events performed, and other significant Honor Guard issues.

9.7.2. These rosters, event trackers, and status updates will be used in the fiscal planning process for GSU funding from the 52 FW Honor Guard. Failure to provide these documents may result in a decrease or lack of funding for the GSU.

9.8. GSU Honor Guard OICs and NCOICs are required to adhere to and enforce criteria listed in AFI 34-242, USAF HGMAN, and paragraphs 5. - 5.3. and 6. - 6.2. of this instruction.

JOSEPH D. MCFALL, Colonel, USAF
Commander

Attachment 1**GLOSSARY OF REFERENCES AND SUPPORTING INFORMATION*****References***

AFPD 34-5, *Mortuary Affairs*, 13 Sep 13

AFI 34-242, *Mortuary Affairs Program*, 2 Apr 08

USAF HGMAN, *USAF Honor Guard Manual*, 16 Feb 13

Adopted Forms

AF Form 1946, *Honor Guard Checklist*

AF Form 847, *Recommendation for Change of Publication*

Abbreviations and Acronyms

AFI—Air Force Instruction

AFMAN—Air Force Manual

AFPD—Air Force Policy Directive

CMSAF—Chief Master Sergeant of the Air Force

FW—Fighter Wing

GSU—Geographically Separated Unit

HG—Honor Guard

HGMAN—Honor Guard Manual

NCOIC—Noncommissioned Officer-in-Charge

OIC—Officer-in-Charge

PM—Program Manager

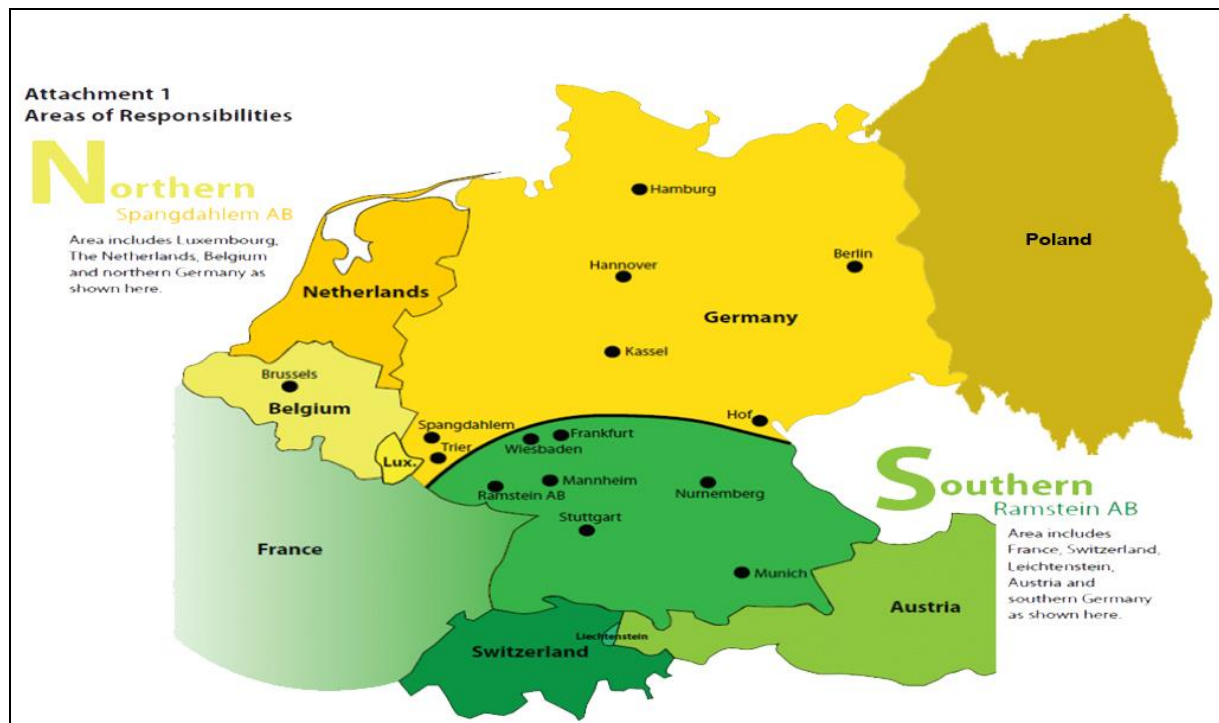
SAB—Spangdahlem Air Base

SEA—Senior Enlisted Leader

Attachment 2

AREA OF RESPONSIBILITY


Figure A2.1. Area of Responsibility



Attachment 3

HONOR GUARD APPLICATION

Figure A3.1. Honor Guard Application

	DEPARTMENT OF THE AIR FORCE 52D FIGHTER WING (USAFE)
DATE:	
MEMORANDUM FOR RECORD	
FROM: 52 FW HG/OIC	
SUBJECT: Honor Guard Application Process	
<p>1. You are applying to be a member of an elite team comprised of ceremonial guardsmen whom are highly motivated, maintain exceptionally high standards of conduct, both on and off-duty, and exude enormous amounts of pride in all they do. Our ceremonial guardsmen have the unique responsibility of representing the U.S. and the Air Force in a variety of ceremonies conducted throughout Europe. As a ceremonial guardsman, your actions will bring credit to the United States Air Force and the Ceremonial Guardsmen profession. You will be entrusted to uphold the standards of all Airmen in the Air Force -- you represent them.</p> <p>2. The 52d FW Base Honor Guard (BHG) is a permanent function and not a seasonal or extracurricular activity. It is congressionally mandated and therefore part of the mission of the United States Air Force. Personnel selected as members of the 52d FW BHG should be considered excused from all base duties when participating in mandatory practices or called upon to perform in a ceremony. Members may be excused from ceremonies and practice due to mission needs as long as prior notification is given to 52d FW BHG leadership. With the support of your unit commanders and supervisory chain of command, you will become a critical factor in the success of the 52d FW BHG.</p> <p>3. If you want to have a memorable and rewarding experience while assigned to the 52d FW; if you exhibit the highest professional military standards; if you look forward to the challenge of leading Airmen and representing all others serving your nation, then you are exactly the Airman we are looking for. Review and complete the attached application and return to 52fw.honorguard@us.af.mil.</p>	
LEWIS W. TARTT IV, 2d Lt, USAF OIC, 52d FW Honor Guard	

CERTIFICATION/ENDORSEMENT LETTER

I certify that I have read and completed the application package completely and voluntarily request membership consideration for the 52d FW BHG. I understand that if selected for a formal interview, I will be required to answer additional questions and I can expect to be fully briefed on Honor Guard command staff expectations, possible reasons for membership denial, criteria for release from the Honor Guard, inactive status limitations, and Honor Guard incentive programs. I understand that my selection for the Honor Guard team will be a privilege that entails a level of commitment above and beyond that of my peers.

Applicant's Printed Rank, Name	Signature	Date
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Supervisor's Endorsement for Honor Guard Membership:

I hereby acknowledge my support for the above named applicant and the 52d FW BHG (with permanent exemption from Wing/Base details, special duty, etc.). This Airman's duty performance is within acceptable standards and has not exhibited any characteristics that would affect their 52d FW BHG duty performance.

Supervisor's Printed Rank, Name	Signature	Date
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First Sergeant's Endorsement for Honor Guard Membership:

CONCUR/NON-CONCUR. The Airman listed above has no administrative action pending, and in my opinion, exhibits the proper Air Force image associated with the 52d FW BHG.

First Sergeant's Printed Rank, Name	Signature	Date
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Commander's Endorsement for Honor Guard Membership:

CONCUR/NON-CONCUR. The member listed above is qualified for 52d FW BHG membership consideration. If selected for the Honor Guard, member will be exempt from base and unit details. My signature indicates that the applicant's chain of command understand that official 52d FW BHG duties take precedence over normal military duties unless determined such duty would seriously degrade unit or Wing mission accomplishment.

Commander's Printed Rank, Name	Signature	Date
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Attachment 4

HONOR GUARD CHECKLIST

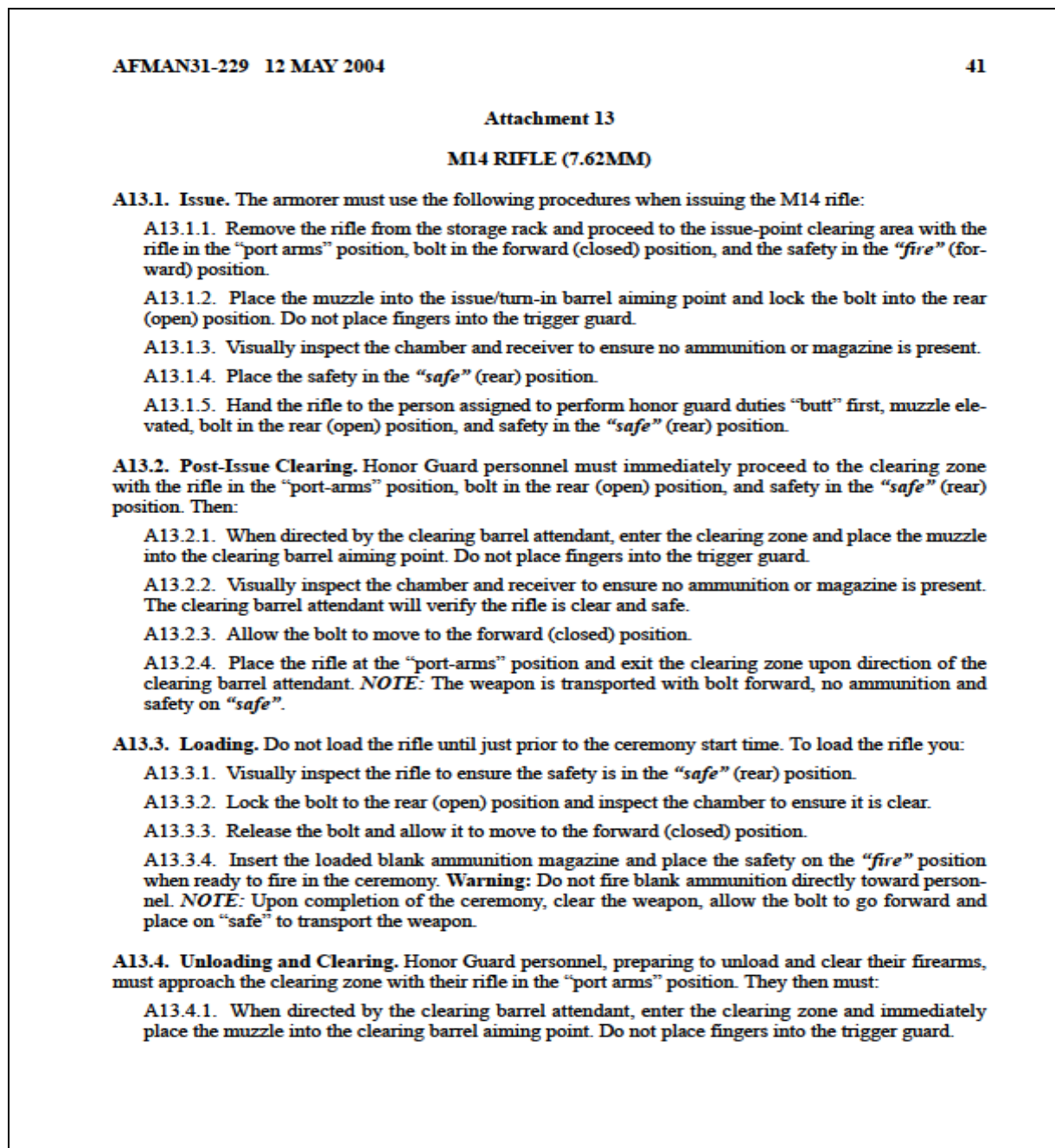
Figure A4.1. Honor Guard Checklist

HONOR GUARD CHECKLIST					
INSTRUCTIONS: The Mortuary Officer will sign and complete appropriate items for each honors ceremony requested. If request is not approved indicate circumstances and justification, then forward a copy of completed form to HQ Air Force Mortuary Affairs and if required to your MAJCOM.					
SECTION I. HONORS REQUEST DATA					
1. HONOR GUARD INSTALLATION ADDRESS (Include ZIP code)		2. NAME/ADDRESS OF HONORS REQUESTER		3. TELEPHONE (Include Area Code)	
				4. DATE/TIME OF REQUEST	
5. TYPE OF HONORS REQUESTED		6. LOCATION FOR HONORS PRESENTATION			
<input type="checkbox"/> FUNERAL SERVICE	<input type="checkbox"/> DISTINGUISHED PERSON	<input type="checkbox"/> GOVERNMENT CEMETERY	<input type="checkbox"/> FUNERAL HOME CHAPEL		
<input type="checkbox"/> MEMORIAL SERVICE	<input type="checkbox"/> COMMUNITY FUNCTION	<input type="checkbox"/> PRIVATE CEMETERY	<input type="checkbox"/> ON BASE		
<input type="checkbox"/> CHANGE OF COMMAND	<input type="checkbox"/> OTHER (Specify)	<input type="checkbox"/> CHURCH	<input type="checkbox"/> OTHER (Specify)		
SECTION II. INFORMATION FOR FUNERAL OR MEMORIAL HONORS					
7. NAME OF DECEASED	8. GRADE	9. SSN	10. SERVICE BRANCH	11. DUTY STATUS	12. AERONAUTICAL RATING (Active duty only)
13. NAME/ADDRESS/TELEPHONE OF NEXT OF KIN OR REPRESENTATIVE			14. FUNERAL HOME INFORMATION AND FUNERAL DIRECTOR'S NAME		
15. DATE/TIME OF SERVICE		16. LOCATION OF SERVICE		17. NAME/ADDRESS OF CEMETERY	
SECTION III. INFORMATION FOR FUNCTIONS OTHER THAN FUNERAL OR MEMORIAL SERVICE					
18. ADDRESS FOR FUNCTION		19. DATE AND TIME		20. POINT OF CONTACT	
				21. FUNCTION DESCRIPTION	
SECTION IV. FACTS AND ACTIONS TAKEN FOR REQUESTED HONORS					
22. HONORS REQUEST		23. NAME OF APPROVING/DISAPPROVING OFFICIAL		24. DATE AND TIME	
<input type="checkbox"/> APPROVE <input type="checkbox"/> DISAPPROVE					
25. REASON FOR DISAPPROVAL:					
26. HONORS ELEMENTS AND MILITARY PERSONNEL PROVIDED					
<input type="checkbox"/> FALLBEARERS		<input type="checkbox"/> FIRING PARTY		<input type="checkbox"/> COLOR GUARD	
<input type="checkbox"/> BUGLER		<input type="checkbox"/> CHAPLAIN		<input type="checkbox"/> DRILL TEAM	
<input type="checkbox"/> HONORARY FALLBEARERS		<input type="checkbox"/> MEMBER IN CHARGE		<input type="checkbox"/> FLYOVER (If approved list aircraft resource)	
<input type="checkbox"/> ONE REPRESENTATIVE					
27. NAME/GRADE OF HONOR GUARD CONTACT		28. NAME/GRADE OF CHAPLAIN CONTACT		29. NAME/GRADE OF FLYOVER CONTACT	
30. INSPECTION AND COMMENTS					
a. PARTICIPANTS BRIEFED AND INSPECTED PRIOR TO RELEASE FOR CEREMONY					
b. ALL PARTICIPANTS RECEIVED TRAINING PRIOR TO CEREMONY					
c. ALL PARTICIPANTS DRESSED IN PRESCRIBED UNIFORMS					
31. UNUSUAL CIRCUMSTANCES RESULTING IN UNFAVORABLE REFLECTION ON AIR FORCE <input type="checkbox"/> NO <input type="checkbox"/> YES (If Yes, explain in 30. Remarks)					
32. NAME/GRADE OF HONOR GUARD COMMANDER		SIGNATURE			
SECTION V. RESOURCE EXPENSE DATA					
33. TIME SPAN OF ACTIVITY		34. ACTIVITY MILEAGE ONE WAY		35. DRIVER <input type="checkbox"/> MILITARY <input type="checkbox"/> CIVILIAN	
36. TYPE VEHICLES USED <input type="checkbox"/> MILITARY STAFF CAR <input type="checkbox"/> MILITARY BUS <input type="checkbox"/> PRIVATE CAR <input type="checkbox"/> PRIVATE BUS <input type="checkbox"/> OTHER					
37. TOTAL NUMBER MAN-HOURS SPENT [] LOCAL [] TDY					
38. COSTS INCURRED					
a. MANPOWER (Average hourly wage (see AFI 55-503) times number participants times activity time span)					\$
b. TRAVEL (Standard vehicle operating cost times number of vehicles and round trip miles.) Obtain per mile cost from Vehicle Maintenance Control and Analysis Office.					\$
c. PER DIEM/LODGING (Total for all participants)					\$
d. OTHER (Hiring bugler, etc.)					\$
e. TOTAL COST FOR THIS CEREMONY					\$
39. REMARKS: (Continue on reverse if necessary)					
40. NAME AND GRADE OF CHIEF OF SERVICES (Mortuary Officer)				SIGNATURE	

Attachment 5

M14 RIFLE (7.62MM) LOADING AND CLEARING PROCEDURES. (ATTACHMENT 13, AFMAN31-229, USAF WEAPONS HANDLING MANUAL)

Figure A5.1. M14 Rifle (7.62mm) Loading and Clearing Procedures



A13.4.2. Visually inspect the rifle to ensure the safety is in the *“safe”* (rear) position (to the rear, with safety protruding into the trigger guard). The clearing barrel attendant will verify the rifle is clear and safe.

A13.4.3. Lock the bolt to the rear (open) position and visually inspect the chamber and receiver to ensure no ammunition or magazine is present. The clearing barrel attendant must verify the rifle contains no ammunition and is safe for turn-in.

A13.4.4. Exit the clearing zone with the rifle in the *“port-arms”* position, bolt in the rear (open) position, and safety in the *“safe”* position.

A13.5. Turn-in. The person requesting firearms turn-in must approach the turn-in point, and hand the rifle to the armorer *“butt”* first, muzzle elevated, bolt locked in the rear (open) position, and safety in the *“safe”* (rear) position. The armorer will take possession of the rifle and immediately place its muzzle into the issue/turn-in barrel aiming point. Do not place fingers into the trigger guard. He or she then must:

A13.5.1. Visually inspect the rifle to ensure it contains no ammunition and is safe for storage.

A13.5.2. Release the bolt and allow it to move to the forward (closed) position.

A13.5.3. Place the safety in the *“fire”* (forward) position and press the trigger, dry firing the rifle into the issue/turn-in barrel.

A13.5.4. The rifle is now *“rack safe.”* Store the weapon in an approved storage rack or container.

Attachment 6

ANNUAL BUDGET EXAMPLE

Figure A6.1. Annual Budget Example

FY10 REQUIREMENTS										
OBAN 8044										
QoL/Unfunded:										
Section:		SVM								
Priority:		1								
Activity:		Honor Guard								
Title:		Ceremonial uniforms, Alterations, and Accessories								
Unfunded Amount:		\$13,100								
BA/BPAC:		1								
EEIC:		272596f								
Form of Purchase:										
If....Form 9 Number:										
NARRATIVE JUSTIFICATION:	Special Ceremonial Uniforms are mandatory wear for Base Honor Guard members. This requirement was established by the USAF Honor Guard and mandated by AFI 36-2903. Alterations must be made to the original Service Dress. Alterations to one uniform costs approximately \$106. The member is required to wear the Base Honor Guard approved belt, hat, aiguillette, and badge on the Ceremonials. The purchase of new uniforms and accessories is periodically required to replace items due to wear and tear. Unfunded amount includes funding for 18 uniforms, 40 alterations, and the required accessories.									
IMPACT IF NOT FUNDED:	The Base Honor Guard would not be equipped in accordance with Air Force Standards and would not be able to take on new members.									
POC:	TSgt Michael A. Jackson, S2FW/HG DSN 452-5382, mike.jackson@spangdahlem.af.mil									